

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 24th day of June 2015  
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman  
Commissioner James Riester, Vice-Chairman  
Commissioner Dennis Brochey  
Commissioner Wright H. Ellis  
Commissioner Lee Wallace

EXCUSED: Commissioner Robert B. Cliffe  
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, CRA Infrastructure & Engineering  
Teresa Misiti, CRA Infrastructure & Engineering  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:37 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the minutes of the May 27, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	31.00
Dig Safely	Digging Notifications	91.00
Frontier	Mapleton Rd PS	55.22
National Fuel	Plant	703.00
National Fuel	Shawnee Road PS	31.97
National Fuel	Townline Road PS	110.34
National Grid	Elec Dist - East Canal PS	773.78

National Grid	Elec Dist. - Mapleton Rd	167.24
National Grid	Elec Dist - Moyer Lift	84.50
National Grid	Plant	7,068.57
National Grid	Elec Dist - Shawnee Road	191.56
National Grid	Elec Dist. - Tonawanda Creek Road	479.92
National Grid	Elec Dist. - Townline Road	605.92
National Grid	2044 Niagara Falls Blvd (meter)	21.69
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Road (January 2015)	431.04
Niagara County Public Works	Elec Supply - Mapleton PS (February 2015)	211.62
Niagara County Public Works	Elec Supply - East Canal PS (February 2015)	1,461.96
Niagara County Public Works	Elec Supply - Moyer Lift (February 2015)	71.42
Niagara County Public Works	Elec Supply - Shawnee Rd (February 2015)	170.06
Niagara County Public Works	Elec Supply - Townline Rd (February 2015)	546.92
Niagara County Public Works	Elec Supply - Plant (February 2015)	23,783.95
Time Warner	Internet Service	753.46
Town of Wheatfield Water	Plant	301.90
Verizon	East Canal	25.07
Verizon	Tonawanda Creek	29.44
Verizon	Plant	140.38
Verizon	Moyer Lift	25.06
Verizon	Rapids Rd PS	25.01
Verizon	Shawnee Road PS	24.71
Verizon Wireless	Cellular Phones	75.20
WNY Occupational Medicine	Physical & Drug Testing	388.00

TOTAL

\$ 38,901.93

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alfa Laval	Final Centrifuge Control Panel Upgrade Payment	10,750.00
Allied Waste Services #111	Recycling Service	37.87
Allied Waste Services #111	Sludge Disposal	18,624.52
Augies Automotive	Flywheel Repair on 1998 Chevy Truck	582.08
Blodgett, Thomas	Travel Mileage	16.68
City Electric	Electrical Supplies	75.45
CRA	May Monthly Retainer	750.00
CRA	Misc. Project Assistance (Project #630191)	3,746.50
CRA	2015 Roof Replacement (Project #631123)	6,700.00
CRA	Flow Study Implementation (Project #631132)	21,880.00
CRA	Screen Room Ventilation Project (Project #631139)	8,375.00

Cummins Northeast LLC	Rapids Road Radiator Leak	3,512.52
Drake Lawn & Garden, Inc.	Lawn Maintenance	8.15
Evoqua	Lab Grade Water	185.36
Fisher Scientific	Lab Supplies	885.78
FW Webb Company	Bypass Flow Meter Sensor Replacement	4,900.00
Graybar	Trunk Line Adapter	45.43
Greater Niagara Mechanical	Repair to Air Conditioning/Heating Unit in Operations	1,657.72
Gui's Lumber	Maintenance Supplies	183.94
H.A. Treichler & Sons, Inc.	Flowers for NCSD #1	46.95
JP Industrial	Maintenance Supplies	362.94
Koester Associates	Filter Kits	508.80
Lock City Supply, Inc.	Maintenance Supplies	160.06
Lozier	Lab Services (April 15, 2015)	35.00
Masterman's	Laboratory Supplies	538.11
Microbiologics	Laboratory Supplies	800.65
Modern Corporation	Dumpsters	440.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
NYWEA	NYWEA Membership Application Fee for A. Earsing & E. Knaebe. Registration fee for continuing ed class for A. Earsing & E. Knaebe. Operator Certification Grade 3 License for Matthew Scive	486.00
PVS Technologies	Ferrous Chloride Solution	2,041.88
Rexel	Lampholder, mini lamps	142.62
Sampson Cleaning Services	Cleaning for May 30, June 6, June 13, June 20, 2015	280.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Staples	Office Supplies	55.42
Teixeira, Charles	Travel Mileage & Meals for Grade 3 Classes	144.81
Temasys, Inc.	Heat Exchanger for Lube Oil Pump	617.21
Vona, P. Andrew	Monthly Retainer-May 2015	2,500.00
Wendt's Propane & Oil Service	Propane	65.50
WW Grainger	Maintenance Supplies, photo cells-lights, floor lamp holders, mens knee boots, dehumidifier, 3 rain suits	1,064.31
Zep Sales & Service	Maintenance Supplies	123.30

TOTAL

\$ 93,604.83

**TOTAL FORWARDED**

**\$ 38,901.93**

**TOTAL APPROVED O&M**

**93,604.83**

**GRAND TOTAL APPROVED**

**\$132,506.76**

This motion was carried.

Review of the May 2015 Financial Report showed an Operation and Maintenance balance of \$9,134,618.56.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Sewer District's May 2015 Financial Report be approved as presented. This motion was carried.

**Communications:**

There is nothing new to report this month.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

1. Chemical Bulk Storage 5 Year Inspections Quotes - Mr. Timkey reported that the required NYSDEC 5-year Chemical Bulk Storage Tank inspections are due this year. He stated that he sent out three requests for quotes, and received two responses. Great Lakes Environmental & Safety Consultants submitted the lowest quote in the amount of \$3,250.00, Mr. Timkey requested Board authorization to accept said quote.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Timkey's request to accept the low quote of Great Lakes Environmental & Safety Consultants submitted in the amount of \$3,250.00. This motion was carried.

2. Alfa Laval Centrifuge - Mr. Timkey reported that the Alfa Laval centrifuge is back on line and running after being out of service for approximately 10 months. Mr. Timkey stated that the District is expecting a check from Alfa Laval to refund the cost of the repair of the gear box.

**Administrative Directors Report:**

a. Plant Truck - Mr. Blodgett reminded the Commissioners that the bid close date for the sale of the 1998 Chevrolet truck is Tuesday, June 30th at 4:00 p.m.

b. Cell Tower - Mr. Blodgett reported that he received a letter from Landmark Dividend offering a \$160,000 lump sum buyout for our cell tower lease. As per similar previous offers, a lump sum buyout does not present the best long term alternative for the District. Mr. Blodgett stated that he spoke again with Linda Doherty, Sr. Government Site Specialist of Crown Castle and received a revised proposed lease agreement offer dated May 28, 2015 for the Board to consider. The new lease agreement would still provide an additional four (4) five (5) year renewal terms with a final lease expiration date of February 5, 2042. The new lease agreement provisions are as follows: the monthly rent shall increase one time by an amount equal to \$200 per month at the end of the initial term on February 6, 2022 in addition to the standard 20% term escalation; includes a 20% sublet fee for all rental payments from future subtenants on the tower; includes a one-time bonus in the amount of \$8,000 within 60 days of the full execution of the lease amendment. Mr. Blodgett provided the Board a spreadsheet with numbers for the current lease, previous offer (May 2015) and current offer (June 2015). The spreadsheet stated the biggest factor is in attracting future tenants and retaining our current tenant is the lease term duration, for example Verizon typically will not consider less than a 30 year lease. Mr. Blodgett also stated that the location and physical tower structure is the most important component as the landlord, as upgrades/changing technology and future additional tenants will typically always follow longer lease durations. The longer the lease term, the higher the future subtenant percentage can be. Mr. Smith and Mr. Blodgett stated that they felt that under the current terms offered, it would be in the District's best interest for the largest financial return to execute and extend the agreement with Crown Castle. Mr. Blodgett requested Board authorization to execute the May 28, 2015 cell tower lease agreement from Crown Castle, Sarasota, FL subject to Attorney's final review and approval.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Blodgett's request to execute the May 28, 2015 cell tower lease agreement with Crown Castle, Sarasota, FL subject to Attorney's final review and approval. This motion was carried.

c. Solar Development - Mr. Blodgett reported that Dawn Timm from Niagara County Refuse District held a pre-proposal meeting for solar vendors at the District on June 9, 2015. Mr. Blodgett stated that he attended the meeting and reviewed potential available areas for ground solar panels at the District plant site. The bid proposals from the solar development companies are scheduled to be due to Niagara County on July 14, 2015.

d. Pendleton Request - Beach Ridge Meadows - Mr. Blodgett reported that he received technical drawings from the Town of Pendleton Town Engineer for a request to construct an eight inch diameter core-drilled connection to the Niagara County Sewer District Manhole No. 12-13 to service 18 single family homes in the Beach Ridge Subdivision in the Town of Pendleton. Mr. Blodgett stated that he had reviewed the initial technical drawings and requested some technical revisions be made. Mr. Blodgett requested Board approval for said request contingent upon his final review and approval of the technical requirements for the connection.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Blodgett's request for the Town of Pendleton to construct an eight inch diameter core-drilled connection to the Niagara County Sewer District Manhole No. 12-13 contingent upon the Administrative Directors final review and approval of the technical requirements for the connection. This motion was carried.

e. Community Outreach - Mr. Blodgett reported that after being at the District for the past 6 months, he has noticed some items during routine maintenance activities that are becoming a significant effort for the District. He stated that the volume of "flushable" wipes, rags, hair, grease, and other floatables that are not meant to be in the sewer system is astounding. It is beginning to cause issues with equipment and increase maintenance at both the Town and District level. He feels that it would be a good idea to begin discussions on implementing a community outreach program to educate District residents. He noted that an education program of what type of items to be put down our drains would be helpful, and also the understanding of what is advertised as "flushable" does not necessarily mean that they are

biodegradable. At the same time we should take the opportunity for education of flushing other items such as prescription drugs, items containing microbeads, etc. Mr. Lannon stated that it would be a District-wide benefit on for our infrastructure and would work hand-in-hand with the District's CMOM program and would be able to be included in our annual report to the NYSDEC. Mr. Blodgett stated he would work with District staff and the Engineer to develop materials for future discussions.

f. CRA/GHD Merger - Contract - Mr. Blodgett reported that he had received a letter from GHD Consulting Services Inc., dated June 12, 2015 and he asked Bob Lannon to explain the details of the acquisition of CRA by GHD Consulting Services Inc., and how it would impact the NCSD #1. Mr. Lannon reported that GHD Consulting Services, Inc. merged with CRA Infrastructure & Engineering Inc. on July 22, 2014. CRA is now wholly owned by GHD. Mr. Lannon stated that the letter is an assignment of contracts agreement, only changing the name from CRA Infrastructure & Engineering Inc. to GHD Consulting Services Inc. The insurances within each of the contracts will remain the same, only the Tax ID# will change. The on-going agreements which the NCSD #1 has with CRA will stay the same and it will be a seamless transition. Mr. Lannon requested Board approval to consider execute the agreement dated June 12, 2015 to effectuate the contract change between the NCSD #1 from CRA Infrastructure & Engineering, Inc. to GHD Consulting Services Inc.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Lannon's request for Board approval to execute the agreement dated June 12, 2015 to effectuate the contract change between the NCSD #1 from CRA Infrastructure & Engineering, Inc. to GHD Consulting Services Inc. This motion was carried.

**Engineering Report:**

1. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None

2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
  - **BOARD ACTION REQUESTED – None**
  
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
  - Project is complete. Awaiting closeout documentation.
  - **BOARD ACTION REQUESTED – None**
  
4. Flow Study Implementation Project (CRA Project No. 631132)
  - BioWin modeling dry weather data received. Turbidity meter installed and recording data. Project underway.
  - **BOARD ACTION REQUESTED – None**
  
5. WPC 2015 Roof Replacement Project (CRA Project No. 631123)
  - Awaiting Contract execution
  - **BOARD ACTION REQUESTED – Status of Contract execution**

Mr. Lannon reported that Andrew Vona, the district's attorney has the contracts for his approval, and after his review that Mr. Lannon will set-up pre-construction meetings.
  
6. 2015 District I/I Project (CRA Project No. 631143)
  - Proposal for Professional Engineering Services
  - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon discussed the letter dated June 24, 2015 regarding the televising and internal closed-circuit televising inspection of the District's sanitary sewer system. This will enable the District to inspect targeted sections to identify problems or possible future failures in need of immediate attention and provide a general condition assessment. Mr. Lannon stated this will be the most effective way for the District to inspect specific suspect areas to cover the most ground under this project scope. The scope of work is for a not-to-exceed fee of \$61,700 as the District has already targeted and approved funds for the 2015 Manhole Rehabilitation Project awarded last month to Spectrashield. Mr. Lannon requested Board approval of the proposal from CRA for Closed-Circuit Television Inspection of the Niagara County Sewer District #1's Sanitary Sewer System for the not to exceed fee of \$61,700.

Upon motion duly made by Wright H. Ellis and seconded by James Riester it was resolved that



the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's proposal for the Closed-Circuit Television Inspection of the Niagara County Sewer District #1's Sanitary Sewer System for the not to exceed fee of \$61,700. This motion was carried.

7. Wet Well Ventilation Project (CRA Project No. 631139)
  - Final design complete. Advertisement scheduled for June 25<sup>th</sup>.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

Mr. Vona reported that he has completed the review of the 2015 Roof Replacement Contract, the insurance coverage is adequate, and that he approves of the execution of the contract with Progressive Roofing.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by James Riester and seconded by Dennis Brochey the meeting adjourned at 4:10 p.m.